



KENNETH J. KING
CHIEF JUDGE

ROBERTA C. ARCHER
CHIEF JUDGE PRO TEM

MONICA LYGT
COURT ADMINISTRATOR

State of Michigan
36th District Court
421 Madison Avenue
Detroit, Michigan 48226-2338

OPEN POSITION

JOB ANNOUNCEMENT **COURT REPORTER**

An AFSCME Council 25, Local 3308, Affiliated Position

SALARY RANGE: \$42,342.00 - \$57,162.00
\$21.71 \$29.31

The 36th District Court is accepting Applications for Court Reporter, an AFSCME Council 25, Local 3308, Affiliated position. Under the general direction of the Court Reporter Supervisor, a Court Reporter creates verbatim record of Court proceedings and transcribes and produces typewritten transcripts, as required.

Qualified applicants must have knowledge normally acquired through the completion of a high school education with additional specialized training in verbatim recording and documentation of spoken language, a State of Michigan Certification as a Certified Shorthand Reporter (CSR) or Certified Voice Writer/Stenomask Reporter (CSMR), and one year of work experience as a CSR or CSMR.

Qualified persons must submit both a Résumé and an Application for Employment in person or by U.S. Mail. Accepting Applications and Résumés March 5 thru March 16, 2012, 8:00 a.m. - 4:30 p.m. to the attention of: Human Resources, 36th District Court, 421 Madison Ave., Suite 518, Detroit, Michigan 48226. Only Applications for Employment and Résumés received in Human Resources by 4:30 p.m. on Friday, March 16, 2012, will be considered timely. No faxes or e-mails accepted. For more information or to download an Application for Employment: www.36thdistrictcourt.org.

Only qualified candidates who are selected for an interview will be contacted. Due to the expected large number of applicants, no acknowledgement of applications will be made.

Qualified AFSCME Council 25, Local 3308, Bargaining Unit members will be given preference. If you have any questions, contact Karen Gray, Director, Human Resources at (313) 965-3085.

An Equal Opportunity Employer

KDG/ps

Posting Dates: March 5 –16, 2012

36th DISTRICT COURT

JOB DESCRIPTION

JOB TITLE: Court Reporter - AFSCME Council 25, Local 3308, Affiliated Position

REPORTS TO: Court Reporter Supervisor

JOB SUMMARY:

Under the general direction of the Court Reporter Supervisor, creates verbatim record of Court proceedings. Transcribes and produces typewritten transcripts, as required.

PRIMARY RESPONSIBILITIES & DUTIES:

1. Performs court reporting activities in the assigned courtroom or off-site hearing location, including but not limited to, verbatim recordings of all types of Court proceedings, operating stenographer machines, marking exhibits, requesting clarification of testimony and reading back required testimony.
2. Prepares a written transcript for filing in the Court file when requested to do so by the Court pursuant to court rules and statutes.
3. Furnishes without delay a certified transcript of the official record at the request of any party other than the Court. Note: The preparation of any transcript ordered by a party other than the Court shall be done at the expense of the party ordering the transcript and shall not be prepared during the Court Reporter's normal work hours.
4. Maintains daily log of defendants, proceeding times, bond amounts and hearing dates. Prepares required documentation and distributes to appropriate Court departments and outside agencies. Complies with all applicable court rules, statutes, and the State Court Administrative Office (SCAO) Manual for Court Reporters and Recorders.
5. Provides clerical and secretarial services to assigned judges.
6. Obtains and performs set-up of videotapes and equipment for courtroom use in the absence of a Certified Electronic Recorder (CER).
7. Maintains court reporting computer equipment and performs necessary repairs or updates.

OTHER RESPONSIBILITIES & DUTIES:

1. Obtains and maintains all required state licenses and certifications necessary to perform the functions of Court Reporter.
2. Performs other duties as assigned.

JOB TITLE: COURT REPORTER - AFSCME Council 25, Local 3308, Affiliated Position

JOB QUALIFICATIONS:

1. The job requires knowledge normally acquired through the completion of a high school education with additional specialized training in verbatim recording and documentation of spoken language.
2. State of Michigan Certification as a Certified Shorthand Reporter (CSR) or Certified Voice Writer/Stenomask Reporter (CSMR).
3. One year of work experience as a CSR or CSMR.
4. Proficient typing and word processing skills necessary for the creation and compilation of various documents, communications and reports.
5. Computer skills necessary to effectively utilize word processing, database, spreadsheet applications, and court reporting equipment and software.
6. Interpersonal skills necessary to communicate with Court personnel in the exchange of information and provide courteous and accurate information and responses to the public.
7. Mental ability to frequently handle pressures related to meeting deadlines, fulfilling scheduling requirements, simultaneous handling of multiple projects, disruptions due to people and noise, and dealing with concerns of citizens and employees.
8. Physical ability to sit for extended periods of time, perform repetitive movements and work in confined areas. Travels to remote work locations outside the court building by foot or other transportation.

WORKING CONDITIONS:

1. Normal office environment with little discomfort due to heat, dust, noise and the like.
2. Extended work day beyond 7.5 hours a day and evenings, weekends and holidays will be required, as scheduled.
3. Assigned work schedule may be other than Monday through Friday.

PHYSICAL CHARACTERISTICS:

1. Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of objects weighing up to twenty-five (25) pounds such as files, stacks of paper, reference and other materials, moving from place to place within an office, some reaching for items above and below desk level.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.